

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR1268907**

DATE POSTED: **07/07/14**

POSITION NO: 241498

CLOSING DATE: **07/18/14**

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME / WORKSITE: **DNR/Fish and Wildlife - Zoo Program / Navajo Zoo Window Rock AZ**

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: ☒ GRADE/STEP: Y58A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.:            \$ 23,420.80 PER ANNUM

SEASONAL: ☐ DURATION :            \$ 11.26 PER HOUR

TEMPORARY: ☐           

**DUTIES AND RESPONSIBILITIES:**

Under supervision of Zoologist, this position works to: Provide and coordinate office tasks for the Zoo program and its seven employees, including: compose, type and edit correspondence, reports and forms; enter and verify data in spreadsheets; arrange meetings, appointments and interviews; make travel and lodging arrangements; handle mail; review documents for completeness; maintain files; process forms; track and maintain records; follow up on processes or items as needed; receive money, prepare receipts and financial documents. Provide customer service, including: Provide tours to school children; make and answer phone calls; greet and direct visitors; respond to visitor requests for information; sell Zoo merchandise to visitors, prepare and distribute program information. Additional duties, including: monitor, order and maintain office supplies, inventory, and other zoo equipment; attend program, department, and division meetings, conferences, and other trainings; assist in preparing and hosting Zoo events.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

**Preferred Qualifications:**

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

- Prefer applicant with general knowledge of animals, plants, biology or related knowledge.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**